



Transportation

PROCEDURES FOR VEHICLE MAINTENANCE MANAGEMENT

AFMAN 24-307, 1 September 1995 is supplemented as follows:

NOTE: This publication does not apply to Air National Guard (ANG) or US Air Force Reserve (USAFR) units or members. It applies to all AETC organizations that maintain Air Force motor vehicles. Vehicles financed through nonappropriated funds are exempt from this supplement. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through unit transportation channels to HQ AETC/LGTV, 555 E Street East, Randolph AFB TX 78150-4440.

1.11.1. Once disposal instructions have been received, a vehicle may be retained for up to 60 days for parts reclamation or training purposes. The REMS monitor will place the vehicle in status code E, ASC code 000 (excess), and establish a 60 day suspense. The vehicle's limited technical inspection (LTI) must be updated as parts are removed.

1.14.2. Delete the scheduled maintenance "next due" data from the On-Line Vehicle Interactive Management System (OLVIMS) and change the organization code to "00" (Zero Oscar) when a vehicle is awaiting disposition instructions from HQ AETC/LGTV.

1.16.2. HQ AETC tracks vehicle in commission (VIC) rates to measure the support Vehicle Maintenance provides its customers. Specific goals are as follows:

- Fire truck VIC 95%
- 463L Equipment VIC 88%
(Pertains only to Altus, Keesler, Luke, and Tyndall AFBs)
- Total fleet VIC 94%
(Does not include nonregistered vehicles or equipment)

1.28. To ensure local procedures are fully supported by all commanders, these procedures will be published in a base instruction. Recommend the following be included in the proposed instruction and forwarded to the wing

commander for his or her approval or disapproval:

When a vehicle sustains damage not attributable to fair wear and tear:

- Notify the using organization (commander and vehicle control officer), base legal, safety, financial management, base supply (program manager for Report of Survey), and security police offices.
- Investigate damage according to AFMAN 23-220, *Reports of Survey for Air Force Property*
- On a case-by-case basis, give consideration to withdrawing O&M funds from the responsible individual's unit of assignment and transferring these funds to the transportation O&M account to reimburse for actual material and (or) contract repair costs to repair these damages. (Refer to AFMAN 23-220, chapter 18, paragraph 18.4.3.)

1.31.3, Note 2. The using organization is responsible for replacing attachments that are lost or damaged beyond economical repair due to abuse or negligence.

1.45. Contractor-operated vehicle maintenance functions must meet all requirements of the performance work statement. Contractors have the same responsibility to maintain OLVIMS reporting integrity as do in-house operations. This responsibility includes, but is not limited to, the accurate documentation of labor hours, labor costs, parts cost, VIC reporting, delayed backlog hours,

and static data for maintaining vehicle replacement coding and scheduled maintenance services. Deviations from OLVIMS data collection and reporting procedures require MAJCOM approval.

2.2.27, Bullet 1. Send the Quarterly [site code] RAQ6T.DA file to arrive at HQ AETC/LGTV by the 15th day of the month following the end of the quarter.

6.12.1. Document operator's inspection of vehicles (other than fire trucks, refuelers, and 463L equipment), on the appropriate AF Form 18XX on the first day of each week the vehicle is used. This inspection frequency may be increased according to requirements in the vehicle's operations manual or local driving conditions.

6.26. Reporting of indirect nonproductive (4 and 5 series) labor hours is mandatory.

6.26.2. Report indirect productive (2 series) labor hours only for personnel assigned to vehicle maintenance.

6.31. Use of AF Form 1829, **Refueling Equipment Inspection Data Record** is optional.

6.33. Use of AF Form 1830, **Refueling Equipment Hose Installation and Hydrostatic Test Data Record**, is optional.

ROBERT H. KERR, Colonel, USAF
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